

Buyer

(Purchasing)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Pay Grade: SWD 15

Hiring Range: \$35,569.36 - \$45,000.00

Location: Atlanta, GA

Opens: June 2, 2014

Closes: June 16, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5658 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Buyer



Website: www.gba.ga.gov

Position Overview

Duties:

Under supervision of the Procurement Services Manager the incumbent will serve as a Buyer or Procurement Specialist. Provides research and analytical support for a complex category in a variety of procurement activities, and/or leads less-complex procurements. Supports and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned procurements. Develops and maintains effective working relationships with internal and external stakeholders. Manages solicitation, bid evaluation, award recommendation, contracting, and vendor performance evaluation processes. Will support the Procurement Card program day-to-day activities.

Minimum Qualifications (Agency Specific):

Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field **AND** three (3) years of experience in a purchasing environment and must successfully pass a credit check.

Preferred Qualifications (Agency Specific): Preference will be given to applicants who in addition to meeting the minimum qualifications possess one or more of the following:

- Certified Public Procurement Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification as administered by the Universal Public Procurement Certification Council (UPPCC)

.....

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.